

## EDITED KSA LISTING

### CLASS: BUILDING MAINTENANCE WORKER (CF)

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
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	Knowledge of:
<b>K1</b>	Basic knowledge of common methods, practices and materials used in maintenance and repair of buildings and building systems (e.g., Heating, Ventilation and Air Conditioning (HVAC) and laundry equipment, emergency generators, electric motors, etc.) in order to perform preventive maintenance and repairs.
<b>K2</b>	Basic knowledge in the proper use of common hand and power tools used in the maintenance and repair of buildings, equipment and fixtures to manufacturers specifications.
<b>K3</b>	<b>Basic arithmetic skills to compute simple calculations related to estimating materials, complete in-mate time sheets and work orders, etc.</b>
<b>K4</b>	<b>Basic knowledge of safety principles governing maintenance work activities (e.g., lifting, moving, stacking, etc.) and equipment (e.g., safety goggles, earplugs, gloves, etc.) to ensure the safety of self and others.</b>

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	<b>Skill to:</b>
<b>S1</b>	Basic skill to effect repairs in order to perform preventive and general maintenance.
<b>S2</b>	Basic reading level in order to perform general maintenance duties of the classification (e.g., read written directions, manufacturers specifications, work orders, departmental policies, supply catalogs, training information, etc.)
<b>S3</b>	Basic writing level in order to perform general maintenance duties of the classification (e.g., filling out supply orders, work orders, timesheets, departmental forms, etc.)
<b>S4</b>	<b>Operate automotive equipment to perform the responsibilities of the classification (e.g. hauls materials, parts, supplies, debris, etc.).</b>

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	<b>Ability to:</b>
<b>A1</b>	Follow written and verbal directions/instructions in order to carry out assignments.
<b>A2</b>	Prepare reports (i.e., worksheets, work orders, etc.) in order to track general maintenance.
<b>A3</b>	<b>Remain professional and rational when working with the threat of physical and verbal altercations of convicted felons in an institutional setting.</b>
<b>A4</b>	<b>Remain calm and focused on assigned task while working in an environment of noise, high-voltage electricity, high pressure steam various chemicals and extreme temperatures.</b>
<b>A5</b>	<b>Supervise inmates, wards, residents/patients in an institutional setting to maintain order and protect personal and real property (e.g. materials, tools, equipment, etc.).</b>

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	<b>Special Personal Characteristic:</b>
<b>PERC1</b>	Mechanical aptitude (hand/eye coordination) to recognize and use common hand and power tools; general knowledge of basic materials used in fabrication and maintenance.
<b>PERC2</b>	<b>Interpersonal relationships to be alert, courteous and professional in their dealings with inmates, wards, residents/patients, fellow employees and the public.</b>

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	<b>Special Physical Characteristics:</b>
<b>PHC1</b>	Expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations without compromising the health and well-being of their fellow employees or the inmates.
<b>PHC2</b>	<b>To endure the physical and mental stress of working in an institutional setting that may require the flexibility to work long and varied hours, be on call, travel to different locations, work overtime and work in a different capacity (e.g. lockdown, emergency, etc.).</b>

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